

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR QUALIFICATIONS
PLANNING SERVICES
CASINO AND TRANSIT CENTER ECONOMIC AND FISCAL ANALYSIS**

June 11, 2014

A letter of interest along with a qualification package for the service named above will be received at the Office of the Director of Finance until 11:00 a.m. on Wednesday, June 25, 2014. Thereafter, the names of those submitting responses will be read aloud. Responses received after this date and time will not be considered.

Information packets defining specific materials requested and the selection process may be obtained from the Town's website at www.enfield-ct.gov or from the Department of Development Services on the second floor of the Town Hall, 820 Enfield Street, Enfield, CT. Any questions concerning the contract named above should be directed to the Department of Development Services Department at (860)253-6385.

The Town of Enfield reserves the right to accept or reject any, all, or any part of submissions, to waive formalities and informalities and to make an award deemed to be in the best interests of the Town.

The Town of Enfield encourages participation by W/MBE's and Section 3 Firms.

A. Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS**

REQUEST FOR QUALIFICATIONS
TOWN OF ENFIELD
PLANNING SERVICES
CASINO AND TRANSIT CENTER ECONOMIC & FISCAL ANALYSIS

1. INTRODUCTION

The Town of Enfield is soliciting qualifications for the above named project. If there are any conflicts between the instructions in these Standard Instructions and any other document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of RFQ	<u>June 11, 2014</u>
Submission of Qualifications	<u>Wednesday June 25, 2014 at 11:00 a.m.</u>
Awarded (Not Definite)	<u>30 days from proposal deadline</u>
Commencement of Work	<u>Within fifteen (15) calendar days of Signed Agreement</u>
Completion Date	<u>Thirty (30) days from commencement of work</u>

3. OBTAINING INFORMATION PACKETS

Qualification documents may be obtained from the Department of Development Services at telephone number (860) 253-6385 or online at www.enfield-ct.gov.

4. QUALIFICATIONS SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all responses must be submitted in a sealed envelope clearly marked "Casino and Transit Center Economic & Fiscal Analysis". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Responses must be at the office of the Director of Finance by the time of the Submission date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the submission date will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the response Form are NOT considered writing and must not be used.
- C. All information must be submitted in type only. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the submission.
- D. Submittals are considered valid for (90) days after proposal submission date. Firms may not withdraw, cancel or modify their submittal for a period of ninety (90) days after the submission date.
- E. Submittals must be signed by an authorized person representing the legal entity of the firm(s).
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the Qualifications documents.

5. INSURANCE

The firm awarded this project must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability in the amount of \$1,000,000 per occurrence.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence
- C. Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided
- D. Excess Liability coverage - \$1,000,000 per occurrence/aggregate
- E. Worker's Compensation, as required by Connecticut State statute
- F. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- G. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

General Notes:

1. The "Town of Enfield" is to appear as an additional insured for General Liability and Auto Liability on all Certificates of Insurance.
2. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut and rated at least A-/VIII by A.M. Best. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, CT 06082".
3. The Contractor shall defend, indemnify and save harmless the Town of Enfield and all of its officers, employees and agents from all suits, actions or claims of any character, name or description brought for or on account of any injury or damage caused to any person or property as a result of, in connection with, or pursuant to the performance of the Contractor, including all costs incurred by the Town of Enfield in defending itself against such claims or actions, in proportion to the extent that the Contractor is held liable for same by an arbiter of competent jurisdiction. As much of any money that may be due the Contractor under the Contract as the Town of Enfield considers necessary for the purpose of such indemnification or holding the Town of Enfield harmless may be retained for such use by the Town of Enfield; and the Contractor's surety bonds may be held until such suit or suits, action or actions, claim or claims, as aforesaid, shall have been settled and until the Contractor has furnished to the Town of Enfield suitable evidence to that effect. Such indemnity shall not be limited by reason of any insurance coverage required under the Contract.

6. SELECTION CRITERIA

The selection process will be based upon the breadth of experience with similar projects and the ability to perform in a timely manner.

7. FAIR EMPLOYMENT PRACTICES

The Selected firm agrees not to discriminate against any employee or applicant for employment in the performance of this work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

8. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful Vendor. The contract will include and incorporate the provisions of this Request for Qualifications, including the Standard Instructions and the successful vendor's proposal.

9. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. The selected firm shall avail itself of these exemptions.

10. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the firm awarded this proposal must provide to the Town of Enfield, at the firm's expense, a performance and payment bond in the amount of one hundred (100) percent of the proposal. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars, the firm may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the proposal.

END OF STANDARD INSTRUCTIONS

**TOWN OF ENFIELD, CONNECTICUT
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The Town of Enfield is seeking a firm with extensive experience with economic impact analysis projects, particularly in the Northeast. Special consideration will be given to firms with experience analyzing the impact of casinos and, or with transit oriented development (TOD) projects.

Scope of Services

The Town of Enfield is interested in understanding the economic and fiscal impacts of two proposed projects that will be built in the next few years:

- 1) MGM Springfield resort casino proposed to be built in Springfield, MA. The Town is interested in determining whether the casino in Springfield (proposed to be built 8 miles north of the Town) will benefit or harm the Town's economy and to what degree. For example, whether the increased visitation in the area will result in increased sales, overnight stays, and economic activity for the Town. Specifically, the impact on jobs, earnings and wages for Town residents.
- 2) The Thompsonville Transit Center is proposed to be built in the Thompsonville village area of the Town and will serve the New Haven-Hartford-Springfield commuter rail line. The Transit Center will attract and serve commuters and travelers. The Town hopes that the Transit Center will act as a catalyst for redevelopment and additional consumer spending in the Town.

The Town would like to conduct an impact analysis of these two projects and estimate the economic and fiscal impact on the Town. We are relying on the expertise of your firm to provide a proposal that will meet the Scope of Services and any other information that is relevant to an economic impact study. The budget for this project is \$20,000.

Submissions shall detail key personnel that will work directly with the Town and the specific qualifications of both individuals and your firm.

SAMPLE CONTRACT

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND _____

_____ SERVICES

This Agreement is made this _____ day of _____, 2014 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and _____, a Connecticut (corporation/limited liability company/partnership) located at _____, _____, Connecticut 06____ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town _____ services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled "_____";
2. The Standard Instructions entitled "_____"; and
3. Proposal entitled "_____".

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By:_____

By:_____

Matthew W. Coppler
Town Manager